



# Health & Safety Policy

## INTRODUCTION

The Company has drawn up a general safety policy, which must be held in every region and displayed. The statement must be brought to the attention of all Company employees as part of their Induction Training.

The Policy details the arrangements within the Company for ensuring Health, Safety and Welfare and identifies the responsibilities for Health & Safety for all employees at all levels.

The Policy is reviewed at least annually and any amendments must be brought to the attention of all employees.

## POLICY STATEMENT

It is the Company's policy to comply with the Health & Safety measures required by law, including Working Time Regulations and to act positively to ensure that all premises are safe and healthy places in which to work.

The Company also recognises that the Health, Safety and Welfare of all employees, whether on Company premises or carrying out Company business elsewhere, are primarily the responsibility of the management.

The Company recognises its responsibilities for the Health & Safety of others, whilst they are on our premises and our neighbours in the community around us.

All employees are reminded that they have an important duty to conform to Health & Safety Policies and Procedures, also to do everything that is required of them to prevent injury to themselves and others and loss to the Company. To also comply with the various safety requirements of the Working time Regulations.

Within the Company the Regional manager is responsible for implementing this policy. All appropriate resources are made available to ensure that this policy is maintained.

The Company is committed to progressively improving its Health & Safety performance and will monitor the effectiveness of the Policy on a regular basis with a formal review annually.

The policy will be revised as often as may be appropriate following these reviews to ensure continuing improvements in the Health & Safety standards within the Company.

Signature.....Laurence Momann

**Director** Laurence Momann



## Environmental Policy

### OUR COMMITMENT TO THE ENVIRONMENT

Accolade will promote awareness of the need to protect the environment, by implementing a policy to all its employees. Accolade will ensure that all company activities comply with all relevant environmental regulations.

### WE WILL AVOID WASTE BY

- Reducing the production of waste material, including unnecessary packaging when we forward information or equipment, including returns.
- Encouraging the re-usage of re-usable materials.
- Disposing of waste in a safe and responsible manner.
- We will ensure that water and energy are not wasted during the conduct of our business activities by;
- Ensuring energy is used only where necessary. It will be used efficiently, and its use will be reduced where possible.
- Preventing pollutants entering our drainage system.
- Using water wisely and efficiently.

### MATERIALS AND RESOURCES

- We will maximise the amount of recycled paper and other materials from sustainable sources.
- We will utilise and rely more on electronic communications where the opportunity exists.
- We will purchase products with the principle and policy of using materials in a sustainable way.
- We will have a major emphasis on purchasing locally made goods to support our business.
- We will purchase equipment with an emphasis on long term usage.

### TRAVEL

- We shall avoid unnecessary travel during the course of our business by encouraging the sharing of transport, as well as making all employees and Managers aware of Public Transport that is available.
- We will monitor this policy and match our progress to our statement of intent on protecting our environment.

*Laurence Momann*

Signature.....

Director Laurence Momann



## Equal Opportunities and Diversity Policy

Accolade is committed to promoting equal opportunities for all, irrespective of colour, race, religion or belief, ethnic or national origins, gender, marital/civil partnership status, sexuality, disability or age. Accolade is committed to reflecting the diversity of the UK and to making its services accessible to all.

### WHAT IS EQUAL OPPORTUNITY AND DIVERSITY?

This applies both to our output, and the people who work here. Accolade aims to create and sustain an inclusive work environment which provides equality of opportunity for everyone.

**Equal opportunity** is about complying with our legal obligations to provide equal access to opportunities and services for everyone. It is also about removing any barriers or discriminatory practices that may affect particular groups.

**Diversity** is a concept based on the principle that everyone is different in some way, and that taking an inclusive approach brings benefits and advantages. It is about recognising, respecting and valuing the differences that everyone has.

### RESPONSIBILITIES FOR EQUAL OPPORTUNITIES AND DIVERSITY AT ACCOLADE

Everyone has an obligation to act in accordance with the above Accolade Equal Opportunities Statement. Everyone must ensure their own behaviour does not cause offence to others. Staffs that have concerns or issues in relation to equal opportunities and diversity are encouraged to raise this with their line manager. Other sources of advice and information can be obtained from HR.

Divisions will have diversity strategies embedded into their divisional plans, and channel controllers, commissioners and creative leaders will be engaged in helping Accolade meet its ambitions on diversity.

### POSITIVE ACTION

Positive discrimination is illegal but positive action can be taken in circumstances where certain groups are under-represented in particular areas of work at Accolade. Examples of positive action to enable individuals to reach the required level to compete for jobs and promotion opportunities include, interview, management and assertiveness skills training.

Positive action can also consist of a wide range of outreach activities, open days, media awareness days, and job adverts designed to reach and encourage applicants from underrepresented groups.

### MONITORING

Accolade monitors equal opportunities information of the recruitment and selection process and current headcount. The purpose of monitoring data not only enables Accolade to meet certain legal obligations, but enable Accolade to set diversity targets and monitor the developments in meeting these targets.



## Equal Opportunities and Diversity Policy

### RAISING CONCERNS

All staff are required to comply with the principles of this policy and to act in accordance with its objectives so as to remove any barriers to equal opportunity. Where staff raises an allegation of discrimination arising in the course of day-to-day working, the grievance procedure should be followed. All employees have a right to a working environment free from harassment. Accolade is opposed to harassment in any form and is committed to providing a workplace in which the dignity of individuals is respected.

Signature *Laurence Momann*

Director Laurence Momann

Accolade Security



## Corporate and Social Responsibility Policy

We recognise that we must incorporate our business values and operations to meet the expectations of our stakeholders. They include customers, employees, regulators, suppliers, the community and the environment.

We recognise that our social, economic and environmental responsibilities to these stakeholders are integral to our business. We aim to demonstrate these responsibilities through our actions and within our corporate policies.

We take seriously all feedback that we receive from our stakeholders and, where possible, maintain open dialogue to ensure that we fulfil the requirements outlined within this policy.

We will be open and honest in communicating our strategies, targets, performance and governance to our stakeholders in our continual commitment to sustainable development.

The Managing Director is responsible for the implementation of this policy and will make the necessary resources available to realise our corporate responsibilities. The responsibility for our performance to this policy rests with all employees throughout the company.

### **Partnership focus:**

We shall strive to improve our environmental performance through implementation of our Environmental policy.

We shall ensure a high level of business performance while minimising and effectively managing risk.

We shall encourage dialogue with consumers for mutual benefit.

We will register and resolve customer complaints in accordance with our Complaints procedure.

We shall support and encourage our employees to help local community organisations and activities in our region.

We shall operate in line with our equal opportunities policy for all present and potential future employees.

We will offer our employees clear and fair terms of employment and provide resources to enable their continual personal development.

We shall provide safeguards to ensure that all employees are treated with respect and without sexual, physical or mental harassment.

We shall provide, and strive to maintain, a clean, healthy and safe working environment.

We shall uphold the values of honesty and fairness in our relationships with stakeholders.

Our contracts will clearly set out the agreed terms, conditions and the basis of our relationship.

We will operate in a way that safeguards against unfair business practices.

We shall encourage suppliers and contractors to adopt responsible business policies and practices for mutual benefit.

Signature Laurence Momann

**Director** Laurence Momann